

APPALACHIAN SEARCH AND RESCUE CONFERENCE



TRAINING STANDARDS

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Change History

May 2016 (Edition 7.2)	<ul style="list-style-type: none"> Corrected spelling, typographical and formatting issues. Adjusted verbiage across certification levels for consistency and to remove duplication. Replaced/corrected online classes that have changed since the last update. Removed non-search management classes from list of Search Manager approved education courses. Incorporated ASRC Credentialing Policy Manual concepts.
May 2012 (Edition 7.1)	<ul style="list-style-type: none"> Corrected spelling, typographical and formatting issues. Corrected missing ICS-700 class in the CQ requirements. Added additional, recognized classes to Search Manager certifications.
October 2011 (Edition 7.0)	<ul style="list-style-type: none"> Updated knowledge and performance expectations for all certifications. Updated NIMS/ICS and required training requirements for IS/IC certifications. Updated required class for NIMS/ICS certifications.
October 2008 (Edition 6.3)	<p>FTM and FTL recertification policy approved on April 9, 2005 was added to the Training Standards baseline.</p> <p>Corrected typo in IS recertification requirements.</p> <p>Updated reference to the "Z-Haul" system in the FTL standard to correctly reflect that it provides a mechanical advantage of 3:1 rather than 2:1 as stated in the previous version.</p>
July 2008 (Edition 6.2)	<ol style="list-style-type: none"> Included NIMS/ICS training requirements for each credential, including optional requirements for command and staff certifications. Included Conference Dispatch Officer certification Note: The CDO Standard established the NIMS-compliant format and structure for future revisions
March 2003 (Edition 6.1)	<p>Updated ASRC address</p> <p>Adjusted AO requirements (VII.A.1) based on Feb 2003 BOD meeting to require FTL and MLSO or equivalent instead of being IS.</p>
August 2001	Updated manual produced
March 2001	IS recertification changes
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I. ASRC Call-Out Qualified (CQ)

Call-Out Qualification is intended to form the most basic level of the ASRC training hierarchy. Its purpose is to facilitate rapid involvement of new members in training scenarios and search incidents while ensuring, to the extent feasible, that persons representing the ASRC are capable of functioning as useful members, primarily engaged in uncomplicated tasks. Persons of this training level are not intended to be involved in tasks of dangerous, intricate, or politically sensitive natures. CQs must be familiar with ASRC policies and procedures and must possess the common sense and maturity to serve the organization effectively.

A. CQ Position Task Book (PTB)

An ASRC Call-Out Qualified PTB is available for the Group Training Officer and applicant to utilize to track progress toward completion of the CQ qualification requirements.

B. Qualifications

To become Call-Out Qualified (CQ), the applicant must meet, at a minimum, the following requirements:

1. Be, at least, a Probationary Member of a Certified ASRC Group;
2. Participate satisfactorily in an ASRC or Group training or trainings covering: the role of the CQ, ASRC policies and procedures, personal equipment, short-term survival, search tactics, and personal safety;
3. Participate satisfactorily in a minimum of one ASRC or Group practical field training or exercise;
4. Demonstrate the ability to function as an effective member of a field team on an uncomplicated task, as judged by the Group Training Officer;
5. Have successfully completed the following FEMA Courses:
 - a. IS-100, Introduction to Incident Command System
 - b. IS-700, National Incident Management System (NIMS), An Introduction

C. Equipment Requirements for Qualification

To become Call-Out Qualified (CQ), the applicant must demonstrate, at a minimum, possession of the following personal equipment.

1. Appropriate clothes and footwear for both fair and foul weather;
2. Water container of at least one liter capacity;
3. Day pack;
4. Five large, heavy-duty plastic trash bags;
5. Food for 48 hours;
6. Headlamp (or hands-free flashlight) and second light source;
7. Lighter, matches and candle, or equivalent fire source;
8. Knife;
9. Compass;
10. Personal First Aid Kit;
11. Waterproof pen/pencil and paper;
12. Whistle;
13. Two pairs of plastic or vinyl examination gloves;
14. Webbing, 1 inch tubular, climbing-grade nylon, adequate in length for use as an ASRC seat harness.

II. ASRC Field Team Member (FTM)

Field Team Member standards define the minimum requirements necessary to perform as a member of an organized search team for a missing person search, the ground portion of missing aircraft search, and non-technical and semi-technical rescues.

A. FTM Position Task Book (PTB)

An ASRC FTM Position Task Book will be issued to the applicant by the Group Training Officer to track and document mastery of the knowledge and skills required of the position. Please reference the ASRC Credentialing Policy Manual for additional detail.

B. Qualifications


To become a Field Team Member (FTM), the applicant must:

1. Meet the ASRC Call-Out Qualified (CQ) requirements;
2. Participate satisfactorily in four ASRC or Group training sessions, including sessions on Personal Wilderness Survival and basic ground search theory, as judged by the Group Training Officer;
3. Meet the technical standards listed below, as judged by the Group Training Officer;
4. Have successfully completed the following courses:
 - a. IS-200, ICS for Single Resources and Initial Action Incidents
 - b. IS 5 an Introduction to Hazardous Materials, NFPA 472 HazMat Awareness and/or OSHA 1910.120(Q)(6)(i), HazMat Awareness Training or equivalent
 - c. Interagency Aviation Training (Department of Interior/Forest Service) A-100 Basic Aviation Safety or equivalent
 - d. Bloodborne Pathogens Awareness or equivalent (All medical providers at the First Responder level or higher are considered to have the equivalent training for this requirement).
5. Hold a current First Aid certification, as outlined in the ASRC medical guidelines.
6. Hold a current CPR certification, as outlined in the ASRC medical guidelines.
7. Submit a completed FTM PTB to the Group Training Officer.
8. Successfully pass written and practical examinations administered by ASRC Examiner(s). Please reference the ASRC Credentialing Policy Manual for additional detail.

Field Team Members must meet annual continuing education requirements and maintain skills proficiency by participating in a minimum of six training sessions and respond to a minimum of two incidents per year.

C. Recertification

Field Team Members must meet the following recertification requirements every three calendar years following their date of initial certification. There are two pathways for recertification, both overseen by the ASRC Credentialing Board, and applicants may select whichever path best suits their needs:

1.  Document participation in six training sessions annually and document response to a minimum of two incidents per year that are ground SAR incidents for either missing persons or missing aircraft. Simulations may be counted toward re-certification requirements.
2. Hold a current First Aid certification, as outlined in the ASRC medical guidelines.
3. Hold a current CPR certification, as outlined in the ASRC medical guidelines.
4. The review cycle period shall begin the first January of the year following the initial certification.

5. The core focus of recertification is to ensure continued proficiency in each of the following training areas as listed herein under “Knowledge and Performance Expectations” (FTM). Proficiency will be determined through either a recertification practical examination or continuing education credits. Please reference the ASRC Credentialing Policy Manual for additional detail.
 - a. SAR Operations
 - b. Legal Aspects of SAR Operations
 - c. Personal Equipment
 - d. Wilderness Survival
 - e. Land Navigation and Orienteering
 - f. Search Skills
 - g. Aircraft Crash Site Procedures and Disciplines
 - h. Ropes and Technical Hardware
 - i. Litter Handling Techniques
 - j. Belays
 - k. Field Team Organization
 - l. Helicopter and Airplane Operations
 - m. Field Communications

D. Equipment Requirements for Certification

To become an ASRC FTM, the applicant must demonstrate possession of the following personal equipment.

1. Appropriate clothes and footwear for both fair and foul weather;
2. Water container of at least one liter capacity;
3. Day pack
4. Five large, heavy-duty plastic trash bags;
5. Food for 48 hours;
6. Headlamp (or flashlight) and second light source;
7. Lighter, matches and candle, or equivalent waterproof fire source;
8. Knife;
9. Compass;
10. Personal First Aid Kit;
11. Waterproof pen/pencil and paper;
12. Whistle;
13. Two pairs of plastic or vinyl examination gloves;
14. Eye protection (or glasses);
15. High Visibility vest;
16. Work Gloves, leather palm or equivalent;
17. Two locking carabiners, rated to a minimum 18 kN axial strength;
18. Two Prusik loops, 8 or 9mm rescue cord, from cord not less than 53” long nor more than 65” long (pre-tied lengths);
19. Webbing, 1 inch tubular, climbing-grade nylon, adequate in length for use as an ASRC seat harness.

E. Knowledge and Performance Expectations

1. SAR Operations
 - a. Describe areas of responsibility for search and rescue as defined by the National SAR

Plan.

- b. Describe the search and rescue areas of responsibility at the state level.
 - c. List at least three resources that might be used during a SAR event.
 - d. List at least two factors that may result in an aircraft being listed as missing.
 - e. Describe the basic principles of the ICS and define the major staff positions as used in SAR.
2. Legal Aspects of SAR Operations
 - a. Define the terms "implied consent," "expressed consent," "informed consent" and "abandonment."
 - b. Define four facts necessary to prove negligence.
 - c. Describe at least two methods of reducing liability exposure.
 - d. Describe the circumstances when entry upon private property may be justified; define the problems involved with this action and possible solutions.
 - e. Briefly explain how the following legal concepts apply to search and rescue operations:
 - (1) Civil suits and criminal actions;
 - (2) Standards of care;
 - (3) The right to emergency assistance and duties to provide emergency assistance;
 - (4) Crime scene protection;
 - (5) Declaration of death and confirmation of death; and
 - (6) Confidentiality.
 - f. Outline basic principles of SAR ethics and public relations, including
 - (1) Two basic principles for dealing with families
 - (2) Two practical methods to help assure confidentiality and
 - (3) Two principles for dealing with the media
3. Personal Equipment
 - a. Explain these principles of clothing selection:
 - (1) List two advantages and one disadvantage of waterproof clothing;
 - (2) Explain the advantages and limitations of waterproof/breathable fabrics and softshell fabrics;
 - (3) Give one example of a clothing fabric that loses most of its warmth when wet and describe why;
 - (4) Give two examples of clothing fabrics that retain most of their warmth when wet, and outline the implications for survival in cold, wet weather;
 - (5) Define "layer principle" and list two reasons why this principle is applicable to dressing for SAR operations;
 - (6) Define wicking and its roles in both cold and hot weather;
 - (7) Give a rationale for the winter-travel principle of "dressing cold."
 - b. Explain the selection principles for these items:
 - (1) Boots;
 - (2) Sleeping bag;
 - (3) Ground protection and insulation;
 - (4) Backpack/daypack;
 - (5) Tent;
 - (6) Personal safety items;

- (7) Fire starting aids;
- (8) Items for signaling and navigation;
- (9) Light sources and batteries;
- (10) Emergency shelters;
- (11) Stoves.

4. Wilderness Survival

- a. Define and contrast short-term and long-term survival, including what is needed in these situations for survival.
- b. Describe several problems commonly encountered on SAR missions that may lead to a survival situation.
- c. Describe the psychological factors that may affect survival ability.
- d. Explain the "energy reserve" concept.
- e. Describe the body's physiologic response to both cold and heat stress.
- f. Define the following temperature-related diseases, their recognition, field treatment and prevention:
 - (1) Hypothermia;
 - (2) Frostbite;
 - (3) Trench foot (immersion foot);
 - (4) Heat stroke;
 - (5) Heat exhaustion;
 - (6) Dehydration.
- g. Demonstrate the ability to bivouac overnight, without significantly affecting functional ability.
- h. Define average daily food and water requirements.
- i. Describe several ways to prevent excessive body heat loss. Describe the following concepts and their importance to maintaining body temperature:
 - (1) The routes of heat loss and their relative importance;
 - (2) The use of energy stores to produce heat, and the metabolic costs of shivering;
 - (3) Vasodilation, sweating, and behavior means of increasing heat loss, and the long term consequences of them;
 - (4) Vasoconstriction and behavior as a means of conserving heat;
 - (5) The effects of tobacco, alcohol, opiates (narcotics), cannabinoids (marijuana), antihistamines, and psychiatric medication on normal heat homeostasis;
 - (6) The particular danger of hypothermia weather.
- j. Describe the basic treatment for common injuries in the field, such as (reference the ASRC medical guidelines for a comprehensive listing of required, core competencies):
 - (1) Basic life support – respiratory, circulatory and nervous system;
 - (2) Shock;
 - (3) Heart attack;
 - (4) Respiratory distress;
 - (5) Wound treatment;
 - (6) Burns;

- (7) Musculoskeletal injuries;
 - (8) Allergic reactions;
 - (9) Lightning strikes;
 - (10) Snake bites;
 - (11) Insect and spider bites;
 - (12) Spine injury management.
 - k. Explain the acronym STOP and its importance in survival.
 - l. Explain two methods of water purification.
5. Land Navigation and Orienteering
- a. Identify and define the following terms or concepts:
 - (1) Latitude and longitude;
 - (2) Degrees, minutes and seconds;
 - (3) True north and magnetic north;
 - (4) Declination;
 - (5) Datum
 - b. Demonstrate the ability to read and interpret a 7.5 minute topographic map's border information, colors and symbols, including the following information:
 - (1) Grades of highways, roads, trails and bridges;
 - (2) Power lines and other landmark lines;
 - (3) Buildings, schools, churches and cemeteries;
 - (4) Storage tanks, wells, mines, caves, picnic areas and campsites;
 - (5) Benchmarks (control stations) and spot elevations;
 - (6) Boundaries and fence lines;
 - (7) Contour lines, depressions, cuts and fills;
 - (8) Perennial and intermittent streams, springs, falls and marshes;
 - (9) Valleys, ridges, peaks and sags (saddles, cols);
 - (10) Elevations and general land contours;
 - (11) Photo revisions.
 - c. Describe the various parts of the compass. Demonstrate the ability to use it to plot a course on a map, including northing and declination correction.
 - d. Define the following plotting methods or grid systems and demonstrate the ability to use them to determine the coordinates for a given point.
 - (1) Latitude - Longitude;
 - (2) USNG (United States National Grid);
 - (3) UTM (Universal Transverse Mercator);
 - (4) ASRC Grid;
 - (5) Using a ruler and a topographic map.
 - e. Demonstrate the ability to perform the following navigational functions:
 - (1) Obtain and follow a simple compass bearing;
 - (2) Determine a reciprocal;
 - (3) Move around obstacles;
 - (4) Find a position by triangulation and by resection;
 - (5) Determine position by terrain feature identification.

- f. Describe the significance and use of these orienteering concepts:
 - (1) Catching features;
 - (2) Collecting features;
 - (3) Attack points;
 - (4) Aiming off;
 - (5) Coarse and fine orienteering.
 - g. Demonstrate basic knowledge and use of a GPS:
 - (1) Set correct Datum;
 - (2) Determine coordinates for current location;
 - (3) Mark a way point;
 - (4) Navigate to a location given only the coordinates.
 - h. Demonstrate the ability to measure distance by pacing.
 - i. Demonstrate the ability to navigate at night.
6. Search Skills
- a. Identify the primary goal of all SAR activity.
 - b. Identify and define four key points of search theory.
 - c. Define the following search tactics:
 - (1) Attraction;
 - (2) Containment;
 - (3) Survey search;
 - (4) Hasty search;
 - (5) Sweep search (open grid search);
 - (6) Line search (closed grid search);
 - (7) Route search.
 - d. List two standard procedures each for working with the following resources:
 - (1) Air scent dogs;
 - (2) Tracking/trailing dogs;
 - (3) Sign cutters;
 - (4) Man trackers.
 - e. Describe the proper procedure for handling scent articles.
 - f. Describe the difference between sign-cutting and tracking.
 - g. Demonstrate the following abilities in the field:
 - (1) Clue awareness strategies;
 - (2) Securing and documenting clues;
 - (3) Function as a member of a grid, sweep, and hasty team. Understand the roles and duties of team members associated with each type of search pattern;
 - (4) Accompany a dog handler on a simple search task;
 - (5) Preserve a crime scene;
 - (6) Steps to take, including proper radio protocols, upon finding a live subject, a live but injured subject, and a deceased subject.
7. Aircraft Crash Site Procedures and Disciplines
- a. Explain the use and operation of direction-finding instruments for locating downed aircraft.

- b. Describe three hazards commonly associated with an aircraft crash site and list additional hazards that may be present if the crash involves a military aircraft.
 - c. Describe the proper approach to an aircraft crash site. Explain both safe and unsafe directions of approach.
 - d. List three reasons why accurate incident documentation is important.
 - e. Describe three methods to adequately secure a site.
 - f. Explain the importance of clue preservation at both an aircraft crash site and a possible crime scene.
8. Ropes and Technical Hardware
- a. Define the following rope terms used in wilderness rescue:
 - (1) Kernmantle construction
 - (2) Static Rope
 - (3) Dynamic Rope
 - (4) Tubular Webbing
 - b. Describe the use and care of the carabiner, the Figure-8 descender and the brake-bar rack descender.
 - c. Demonstrate the ability to correctly tie the following knots and hitches:
 - (1) Figure-8 loop;
 - (2) Figure-8 bend;
 - (3) Square knot;
 - (4) Water knot (overhand bend);
 - (5) Prusik knot;
 - (6) Double fisherman's knot/barrel bend;
 - (7) A redundant seat harness;
 - (8) Bowline knot;
 - (9) Girth hitch;
 - (10) Simple overhand.
 - d. Demonstrate these rope handling techniques:
 - (1) Uncoiling and stacking a rope;
 - (2) Inspection.
 - e. Demonstrate or describe the appropriate use of the following standard calls:
 - (1) Ready
 - (2) On Belay
 - (3) Belay On
 - (4) Off Belay
 - (5) Belay Off
 - (6) Down Slow
 - (7) Down Fast
 - (8) Up Slow
 - (9) Up Fast
 - (10) Stop
 - (11) Rock
 - (12) Falling

9. Litter Handling Techniques

- a. Act effectively and efficiently as a litter captain in a non-technical evacuation.
- b. Act effectively and efficiently as litter team member on a semi-technical evacuation and describe the personal equipment required for the rescuer's safety.
- c. Demonstrate these litter handling techniques with appropriate calls:
 - (1) Patient loading;
 - (2) Litter lift, lower and carry;
 - (3) Litter bearer rotation;
 - (4) Litter laddering, including toe-nailing;
 - (5) Turtling;
 - (6) Lap pass.

10. Belays

- a. Properly demonstrate the following belay techniques:
 - (1) Anchoring;
 - (2) Belay tie-in;
 - (3) Stance;
 - (4) Aim;
 - (5) Uphill and downhill travel;
 - (6) Standard calls;
 - (7) Tree-wrap and mechanical brakes.

11. Field Team Organization

- a. Define "field team."
- b. Describe at least five types of search team.
- c. Describe at least four types of rescue team.
- d. Define the functions of the following field team positions:
 - (1) Field Team Leader;
 - (2) Medical Specialist;
 - (3) Rescue Specialist;
 - (4) Radio Operator.

12. Helicopter and Airplane Operations

- a. Describe the hazards to ground personnel working around a helicopter.
- b. Describe standard protocols for helicopter operations.
- c. Explain proper procedures for hoist operations.
- d. Describe the considerations for selecting and preparing an LZ.

13. Field Communications

- a. Describe the use and dangers of these signaling devices:
 - (1) Aerial flares;
 - (2) Smoke;
 - (3) Signal mirrors;
 - (4) Fires and lights;
 - (5) Panels and tarps;
 - (6) Hand and body signals;

- (7) Whistles or loud noise makers.
- b. For the following, describe the problems and possible solutions associated with use of portable radios:
 - (1) Batteries;
 - (2) Cold temperatures;
 - (3) Speakers/microphones
- c. Briefly describe basic radio procedures including courtesy, security, brevity and the use of the phonetic alphabet.
- d. Demonstrate effectively communicating with all Group-owned base and hand-held radios, including:
 - (1) Adjusting of channel, volume, squelch and PL (CTCSS) controls;
 - (2) Operating in compliance with FCC regulations;
 - (3) Identify low battery indications and demonstrate the technique for changing radio batteries;
 - (4) Demonstrate two techniques for improving marginal communications encountered while using VHF-FM hand-held radios.
- e. Define the ASRC status codes.
- f. Demonstrate effective non-radio audible and visual communications such as: whistle or loud noise maker; signal mirror, fire & smoke and lights.

F. Test Methods

Please reference the ASRC Credentialing Policy Manual for additional details regarding the written and practical examination process.

G. ASRC Issued Credential

Please reference the ASRC Credentialing Policy Manual for additional details regarding ASRC issued credentials.

III. ASRC Field Team Leader (FTL)

Field Team Leader standards define the minimum requirements necessary to lead an organized search team for a missing person search, or the ground portion of missing aircraft search, and a non-technical and semi-technical rescue.

A. FTL Position Task Book (PTB)

An ASRC FTL Position Task Book will be issued to the applicant by the Group Training Officer to track and document mastery of the knowledge and skills required of the position. Please reference the ASRC Credentialing Policy Manual for additional detail.

B. Qualifications

To become a Field Team Leader (FTL), the applicant must:

1. Be certified as a Field Team Member;
2. Have participated in two searches or search simulations as an FTM;
3. Be at least 18 years old;
4. Have successfully completed the following FEMA Course:
 - a. IS-800.B, National Response Framework (NRF), An Introduction or an approved equivalent.
5. Submit a completed FTL PTB to the Group Training Officer.
6. Successfully pass written and practical examinations administered by ASRC Examiner(s). Please reference the ASRC Credentialing Policy Manual for additional detail.

Field Team Leaders must meet annual continuing education requirements and maintain skills proficiency by participating in a minimum of six training sessions and respond to a minimum of two incidents per year.

C. Recertification

Field Team Leaders must meet the following recertification requirements every three calendar years following their date of initial certification. There are two pathways for recertification, both overseen by the ASRC Credentialing Board, and applicants may select whichever path best suits their needs:

1. Document participation in six training sessions annually and document response to a minimum of two incidents per year that are ground SAR incidents for either missing persons or missing aircraft. Simulations may be counted toward re-certification requirements.
2. Hold a current First Aid certification, as outlined in the ASRC medical guidelines.
3. Hold a current CPR certification, as outlined in the ASRC medical guidelines.
4. The review cycle period shall begin the first January of the year following the initial certification.
5. The core focus of recertification is to ensure continued proficiency in each of the following training areas as listed herein under “Knowledge and Performance Expectations” (FTL). Proficiency will be determined through either a recertification practical examination or continuing education credits. Please reference the ASRC Credentialing Policy Manual for additional detail.
 - a. SAR Operations
 - b. Search Tactics
 - c. Search Management
 - d. Rescue Operations

- e. Equipment
- f. Mission Performance
- g. Ropes and Technical Hardware

D. Equipment Requirements for Certification

To become an ASRC FTL, the application must demonstrate possession of the following personal equipment.

1. Appropriate clothes and footwear for both fair and foul weather;
2. Water container of at least one liter capacity;
3. Day pack;
4. Five large, heavy-duty plastic trash bags;
5. Food for 48 hours;
6. Headlamp (or flashlight) and second light source;
7. Lighter, matches and candle, or equivalent waterproof fire source;
8. Knife;
9. Compass;
10. Personal First Aid Kit;
11. Waterproof pen/pencil and paper;
12. Whistle;
13. Two pairs of plastic or vinyl examination gloves;
14. Eye protection (or glasses);
15. High Visibility vest;
16. Work Gloves, leather palm or equivalent;
17. Two locking carabiners, rated to a minimum 18 kN axial strength;
18. Two Prusik loops, 8 or 9mm rescue cord, from cord not less than 53" long nor more than 65" long (pre-tied lengths);
19. Webbing, 1 inch tubular, climbing-grade nylon, adequate in length for use as an ASRC seat harness.

E. Knowledge and Performance Expectations

Field Team Leaders are expected to meet all of the ASRC FTM Knowledge and Performance Expectations, plus the following:

1. SAR Operations
 - a. For the mission types below, define the role of the field team:
 - (1) Lost person search;
 - (2) Downed aircraft search;
 - (3) Rescue;
 - (4) Disaster assistance.
 - b. Related to a typical SAR event, list the resources that may be used for each of the following categories:
 - (1) Ground search;
 - (2) Air search;
 - (3) Logistics;
 - (4) Communications;
 - (5) Command.

2. Search Tactics

- a. When carrying out a field task, list and explain, in detail, five (5) responsibilities of the Field Team Leader.
- b. Explain the execution of the following search tactics using standard sized, properly equipped field team:
 - (1) Containment;
 - (2) Attraction;
 - (3) Survey search;
 - (4) Hasty search;
 - (5) Sweep search (open grid search);
 - (6) Line search (closed grid search);
 - (7) Passive and active search methods;
 - (8) Clue finders and subject finders;
 - (9) Binary search and cutting for sign;
 - (10) Interviewing and investigation.
- c. Describe, in detail, the actions that must be completed once the field team returns to base from a field task.

3. Search Management

- a. Outline standard search strategy for:
 - (1) Downed aircraft;
 - (2) Lost person, wilderness;
 - (3) Lost person, rural;
 - (4) Lost person, urban.
- b. Given a Task Assignment Form (TAF) that has the Operations Section's portion completed, and given a verbal summary of what occurred during the (simulated) task, properly complete the sections of the TAF that are expected to be completed by an FTL.
- c. From a list of potential actions when first on-scene, identify those that should, and those that should not, be taken.

4. Rescue Operations

- a. Describe how to formulate a rescue plan.
- b. List and describe four major factors a team leader must consider once a subject is located.
- c. Describe the manpower, equipment requirements and the team organizational structure necessary to accomplish an advanced semi-technical rescue operation.
- d. Demonstrate the ability to select and set up a helicopter landing zone, including knowledge of hazards and how these would be communicated to the pilot for the following settings (Note: showing this on paper in areas where it is not plausible to set this up in the field is acceptable):
 - (1) Wilderness area;
 - (2) Urban disaster area;

5. Equipment

- a. Other than the required personal gear, describe the basic team equipment for a wilderness SAR team.
- b. Define and demonstrate an equipment inspection process to use for individual field team members before beginning a field task.

6. Mission Performance

- a. Demonstrate the ability to lead a team, without compromising the task, navigating by map

and compass cross country on foot, in any weather condition, and establish an emergency bivouac.

- b. Demonstrate the ability to organize and execute the six tactics listed below:
 - (1) Containment;
 - (2) Attraction;
 - (3) Survey search;
 - (4) Hasty search;
 - (5) Sweep search (open grid search);
 - (6) Line search (closed grid search).
- c. Demonstrate the ability to properly secure a scene, extricate and treat a patient, and evacuate a patient using the methods most appropriate for a given situation.
- d. Briefly describe pertinent local weather patterns, including the signs of arriving cyclonic winter storms, cold fronts, warm fronts, and local storms.
- e. Be able to bivouac on a winter night using appropriate field gear.
- f. During a training, simulation or mission during summer weather, and another in deep winter, demonstrate the ability to safely and effectively travel cross-country in a relatively wild area of the Group's response area, including the following (while discussing potential dangers of each and equipment/techniques for managing relevant hazards):
 - (1) Thick brush;
 - (2) Steep hillsides;
 - (3) Rocky areas;
 - (4) Stream crossings;
 - (5) Snow and ice;
 - (6) Strip-mined areas.
- g. Given a photocopy or computer- printed 7.5-minute series topographic map with an ASRC and USNG, or UTM grid overprint, and the original 7.5-minute quadrangle map, identify points via:
 - (1) Latitude and longitude;
 - (2) The ASRC grid system;
 - (3) The UTM (Universal Transverse Mercator System) and USNG (United States National Grid);
 - (4) The azimuth and distance off a VOR.
- h. Given only a 7.5-minute topographic quadrangle or an orienteering map with an attack point and a target plotted on it, and a standard orienteering compass, reliably and accurately:
 - (1) Calculate the true bearing from the attack point to the target;
 - (2) Calculate and set on the compass the magnetic bearing to the target;
 - (3) Follow the bearing accurately, including triangulating and boxing around obstacles;
 - (4) Calculate the distance between two points, within 25 meters.
- i. Correctly locate and position a point on a topographic map given:

- (1) The bearings to landmarks indicated on the map (resection); or
 - (2) The bearing to one landmark located on the map, and the information that the position is on a specified linear feature (modified resection).
 - j. Given bearings from two locations to a target, correctly locate it on a topographic map (triangulation).
 - k. Demonstrate the ability to lead a field team competently on:
 - (1) Containment, attraction, survey, hasty, sweep and grid search tasks;
 - (2) Cutting for sign;
 - (3) Simple tracking;
 - (4) Interrogation and visual search tasks;
 - (5) Non-technical and semi-technical evacuation;
 - (6) Direction finding.
 - l. Demonstrate the use of the following basic man-tracking skills and techniques:
 - (1) Selecting and using a tracking stick;
 - (2) Identifying the effects of sun direction and intensity on tracking;
 - (3) Identifying and measuring shoe type and size;
 - (4) Determine stride length, width, and direction of travel.
 - m. Demonstrate the ability to properly brief a field team before a task, including:
 - (1) Giving appropriate information on:
 - i. Subject information and history, subject's equipment and medical history;
 - ii. Weather;
 - iii. Terrain;
 - iv. The search task, its objectives, and how to perform it;
 - v. Time available for the task and the limitations it may impose upon the task;
 - vi. Team equipment and personal gear needed;
 - (2) Obtaining information from the team members, such as team member medical problems, and other relevant input;
 - (3) Adequately evaluate a team member's abilities to do the task.
 - (4) Demonstrate the ability to properly debrief a field team after a task, including:
 - i. Instructing the team to follow proper procedure now the team has returned to base; and
 - ii. Acquiring team member input (POD, clues, hazards, and other pertinent information).
 - n. Demonstrate the ability to safely lead a team on a night task.
- 7. Ropes and Technical Hardware
 - a. Demonstrate the ability to tie correctly tie the following knots and hitches (in addition to those knots and hitches listed in the FTM standards):
 - (1) Butterfly;
 - (2) Load-releasing hitch;
 - (3) ASRC seat harness;
 - (4) Parisian Baudrier chest harness or equivalent;
 - (5) Clove hitch.
 - b. Assemble and use a single line rappel system that includes a belay.
 - c. Demonstrate the ability to direct a six person litter team to safely move a litter a minimum distance of 100 feet up a 45 degree slope by constructing and operating a 1:1 (brute force), 3:1 (Z), and a 4:1 hauling system.

- d. Demonstrate the ability to rig to an anchor using the following methods:
 - (1) Tree-wrap and tie-off;
 - (2) Using webbing sling loops.
- e. Demonstrate the ability to cast, pad, and rig static lines.
- f. Demonstrate the ability to belay competently, including:
 - (1) Proper anchoring, stance, tie-in and aim;
 - (2) Correct use of calls and fall catching;
 - (3) Tandem Prusik belay.
- g. Demonstrate competence in braking litters with tree wrap belays and mechanical devices.
- h. Serve competently in all positions on a semi-technical rescue, including:
 - (1) Serving as rope team leader with tree-wrap brakes, Figure-8, and break bar rack;
 - (2) Selecting suitable anchor points.
- i. Demonstrate the ability to safely load and tie a patient into a litter, and rig it for semi-technical evacuations.
- j. Demonstrate competence in route selection for a semi-technical evacuation.
- k. Demonstrate the knowledge of and ability to care properly for ropes and technical rescue equipment.

F. Test Methods

Please reference the ASRC Credentialing Policy Manual for additional details regarding the written and practical examination process.

G. ASRC Issued Credential

Please reference the ASRC Credentialing Policy Manual for additional details regarding ASRC issued credentials.

IV. ASRC Base Radio Operator (BRO)

The Base Radio Operator is capable of setting up and operating the Base radio and communication systems for large and complex mission.

A. Qualifications:

To become Base Radio Operator certified, the applicant must hold a valid FCC Technician Class or higher Amateur Radio License

B. Recertification

Base Radio Operators must demonstrate that they meet the requirements identified in the Qualifications section every three calendar years following their date of initial certification. The review cycle period shall begin the first January of the year following the initial certification.

C. Knowledge and Performance Expectations

1. Equipment
 - a. Demonstrate the ability to set up antennas and relays, using available high points and ground planes;
 - b. Describe the proper placement of antennas.
 - c. Assemble handheld radios, and properly handle sign-in/sign-out of such radios.
 - d. Change handheld radio batteries:
 - (1) Set up battery chargers;
 - (2) Identify and prioritize batteries for charging or sign-out; and
 - (3) Determine when battery charging is complete.
2. FCC Rules and communications protocols
 - a. Describe the FCC rules under which the ASRC operates:
 - (1) State the use and number of units allowed for each FCC licensed frequency used by the ASRC;
 - (2) Describe appropriate concerns with interference with other Nets; and
 - (3) Describe FCC rules pertinent to the ASRC.
 - b. Outline common communications protocols as they relate to a SAR event;
 - c. Describe the duties and responsibilities of Net Control.

D. Test Methods

1. Practical Tests
 - a. The candidate must successfully demonstrate in practical tests all of the skills in the Knowledge and Performance section which require the demonstration of the knowledge or ability.
 - b. Testing can be done in one testing session or spread out over multiple testing sessions.
 - c. Each test station has specific requirements and well defined criteria for pass/fail.

E. Certification

1. Upon being approved for certification by the ASRC Board of Directors, the ASRC Conference Training Officer will provide a certificate of certification to the member. This certificate will be in the official ASRC BRO Certification Format, as defined by the ASRC Conference Training Officer, and which contains at a minimum:
 - a. The full name of the Appalachian Search and Rescue Conference;
 - b. The ASRC logo;
 - c. The name of the member granted the certification;
 - d. The name of the certification granted
 - e. The date issued;
 - f. The date of expiration/recertification; and
 - g. The signature of the Conference Training Officer

V. Conference Dispatch Officer (CDO)

The Conference Dispatch Officer may assist with coordination of an ASRC multi-Group response to ongoing incidents, including tracking the availability and status of resources from member Groups, maintaining contact with incident base, and supporting on scene staff as needed.

A. Qualifications

New applicants for the CDO certification shall:

1. Successfully complete the CDO Training Course.
2. Successfully complete a Group Dispatch Training (certified by their Group Dispatch Officer or Group Training Officer).
3. Complete 4 shifts (each of 3 hours or more) or equivalent as a group dispatcher.
4. Serve satisfactorily a minimum of 2 shifts (each of 3 hours or more) as an acting CDO under the supervision of an ASRC Dispatch Coordinator (ADC) or an authorized representative of the ADC. Such supervision may be provided remotely. Simulations may not count toward this qualification.
5. Receive a written recommendation from the ADC or an authorized delegate.
6. Be approved by a simple majority of eligible voters present at a Group business meeting.
7. Be approved by a simple majority of eligible voters present at an ASRC Board of Directors meeting.

B. Recertification

1. Document a total of at least 6 shifts (each of 3 hours or more) as a CDO during the three years immediately prior to the date of application for re-certification.
2. The requirements for a shift may be fulfilled by acting as an authorized CDO instructor for a CDO class. A maximum of 4 shifts can be satisfied in this way.
3. The requirements for a shift may be fulfilled by acting as an ASRC Dispatch Supervisor. A maximum of 2 shifts can be satisfied in this way.
4. The review cycle period shall begin the first January of the year following the certification.

C. Knowledge and Performance Expectations

1. ASRC governing documents and guidelines
2. ASRC training and certification levels
3. State Guidelines for SAR Coordination, in the ASRC Area of Operations
4. SAR Dispatch Procedures as specified by state SAR Councils, in the ASRC Area of Operations
5. SAR resources available for deployment in support of missions in the ASRC Area of Operations.
6. SAR Dispatch Case Studies
7. SAR Dispatch Legal Issues
8. Legally Responsible Authorities for SAR in the ASRC Area of Operations
9. Proactive dispatch vs. reactive dispatch
10. Use of maps and atlases to assist in locating places of interest to missions in progress (including GIS software and online services)
11. Online dispatch resources available through the ASRC website

D. Test Methods

1. Written Test
 - a. The candidate must complete the CDO written test and achieve a grade of 75% or better, within 12 months of applying for certification.
2. Practical Tests
 - a. The candidate must successfully demonstrate in practical tests all of the skills in the Knowledge and Performance section which require the demonstration of the knowledge or ability through a CDO simulation exercise conducted by an authorized CDO instructor, as appointed by the ADC.

E. Certification

1. Upon being approved for certification by the ASRC Board of Directors, the ASRC ADC will provide a certificate to the CDO member. This certificate will be in the official ASRC CDO Certification Format, as defined by the ADC, and which contains at a minimum:
 - a. The full name of the Appalachian Search and Rescue Conference
 - b. The ASRC logo;
 - c. The name of the member granted the certification;
 - d. The name of the certification granted
 - e. The date issued;
 - f. The date of expiration/recertification; and
 - g. The signature of the ADC.

VI. ASRC Alert Officer (AO)

The Alert Officer may serve as the interface between the ASRC and an outside agency requesting ASRC support. The AO has the authority to engage ASRC Groups to better facilitate and support cross-jurisdictional ASRC resource use.

A. Qualifications

To become Alert Officer qualified, the applicant must:

1. Complete a minimum of 40 hours of classroom training in Search and Rescue management. Classes which may be used to satisfy this requirement include:
 - a. Managing Search Operations (40 hours);
 - b. Managing the Search Function (40 hours);
 - c. Managing Land Search Operations (40 hours);
2. Successfully pass the ASRC AO Training Course. Pass the written test. The passing score is 75 percent.
3. Display knowledge, confidence and political competence in a practical examination given by an experienced AO selected by the ADC. This examination will include the candidate acting as AO in several simulated Alert scenarios involving varying complexities and complications of political, organizational and technical nature.
4. Be approved by a simple majority of eligible voters present at a Group business meeting.
5. Be approved by a simple majority of eligible voters present at an ASRC Board of Directors meeting.

B. Test Methods

1. Practical Tests
 - a. The candidate must successfully demonstrate in practical tests all of the skills in the Qualifications section through an AO simulation exercise conducted by an authorized AO instructor

C. Certification

1. Upon being approved for certification by the ASRC Board of Directors, the ADC will provide a certificate of certification to the AO member. This certificate will be in the official ASRC AO Certification Format, as defined by the ADC, and which contains at a minimum:
 - a. The full name of the Appalachian Search and Rescue Conference;
 - b. The ASRC logo;
 - c. The name of the member granted the certification;
 - d. The name of the certification granted
 - e. The date issued;
 - f. The date of expiration/recertification; and
 - g. The signature of the ADC

VII. ASRC Incident Staff/Search Manager IV (IS/SM-IV)

Incident Staff/Search Manager IV standards define the minimum requirements necessary to perform in the role of a NIMS compliant General Staff position, including Operations Section Chief and Planning Section Chief) for missing person and the ground portion of a missing aircraft search.

A. SM-IV Position Task Book (PTB)

An ASRC SM-IV PTB is available for the Group Training Officer and applicant to utilize to track progress toward completion of the SM-IV qualification requirements.

B. Qualifications

To become Incident Staff/Search Manager IV certified, the applicant must:

1. Be an ASRC Field Team Leader (FTL);
2. Have served as FTL on at least three field tasks;
3. Meet the technical standards set below, as determined by the Group Training Officer.
4. Complete ICS-300, Intermediate Incident Command System (24 hours);
5. Complete a minimum total of 64 hours of classroom training in Search and Rescue management. Classes which may be used to satisfy this requirement include, but are not limited to (course hours for ICS-300 may be utilized to meet the 64 hour requirement):
 - a. Managing Search Operations (40 hours);
 - b. Managing the Search Function (40 hours);
 - c. Managing Land Search Operations (40 hours);
 - d. Practical Search Operations (40 hours);
 - e. Search Manager for Ground Search and Rescue (24 hours);
 - f. Planning Section Chief for Search and Rescue (24 hours);
 - g. National Inland SAR Planning Course (40 hours);
 - h. National Basic Inland SAR Course (20 hours);
 - i. Virginia Management Team Member (40 hours);
 - j. Virginia Management Team Leader (40 hours);
 - k. Incident Commander for Ground Search and Rescue (32 hours);
 - l. Lost Person Behavior (8 to 32 hours);
 - m. Urban Search and Investigation (16 hours);
 - n. Wide Area Search (24 hours);
 - o. Other approved equivalent classes, as approved by the ASRC Credentialing Board.
6. Serve as a member of the Command Post or Base Staff on one incident within the last three years.
7. Receive a favorable simple majority vote of the member's Group;
8. Be proposed for Incident Staff/Search Manager IV certification by the Group Training Officer through the Conference Training Officer at an ASRC Board of Directors meeting and receive a favorable simple majority vote;

C. Recertification

Incident Staff/Search Manager IV qualified members must meet the following recertification requirements every three calendar years:

1. Document a total of at least 3 shifts in staff positions, on a total of at least three ground SAR incidents, during the three years immediately prior to the date of application for re-certification.

- Simulations may be counted toward re-certification requirements.
2. Continuing education may only be used for a total of 2 shifts.
 - a. The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include an hour of classroom instruction or teaching the following SAR related topics: law enforcement, EMS, medical, Fire, hazardous materials, emergency management, disaster management, weather.)
 - b. The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours. (One hour of qualifying category I CE will include an hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training
 3. Receive a favorable vote of the ASRC Board of Directors.
 4. In the event the IS/SM-IV does not receive a favorable vote, they will be put on an immediate suspension as IS/SM-IV. The Board of Directors will prepare a letter stating the reasons for the suspension if for reasons other than non-compliance with section 1. The IS/SM-IV may choose to dispute matters in writing or in person at the next Board of Directors meeting. After a presentation by the suspended staff member the BOD will go into a closed session for deliberations. The BOD may reverse the suspension by a simple majority vote.
 5. The review cycle period shall begin the first January of the year following the IS/SM-IV's initial certification.

D. Knowledge and Performance Expectations

1. SAR Operations
 - a. Demonstrate a working knowledge of the ICS concepts.
 - b. Demonstrate a working knowledge of the ASRC Operational Guidance Manual.
2. Legal Aspects
 - a. Outline the delegation of authority and responsibility for search and rescue in states where ASRC is located.
 - b. Explain how the following legal concepts apply to search and rescue operations:
 - (1) Good Samaritan Laws;
 - (2) Civil suits and criminal actions;
 - (3) Standards of care;
 - (4) The right to emergency assistance and duties to provide emergency assistance;
 - (5) Abandonment;
 - (6) Implied consent;
 - (7) Entry, during incidents, on property posted "No Trespassing";
 - (8) Crime scene protection;
 - (9) Declaration of death and confirmation of death;
 - (10) Confidentiality.
3. Field Operations
 - a. Describe sources of weather information.
 - b. Assign realistic tasks to field teams, given terrain, weather, personnel and the context of a search.
 - c. Produce legible color-enhanced copies of maps with ASRC grids.
4. Search
 - a. Brief a field team leader properly before a task, including:

- (1) Subject information and history, subject's equipment, behavior and medical history;
 - (2) Weather;
 - (3) Terrain;
 - (4) The search task, how to perform it, what its objectives are, clues in the area;
 - (5) Estimated time to complete the task;
 - (6) Hazards.
 - b. Describe aircraft crash scene considerations.
 - c. Describe the proper documentation of, and response to, reported clues.
 - d. Debrief a field team leader properly after a task, including:
 - (1) POD, clues, safety hazards, map updates, other pertinent field information, and any other relevant information;
 - (2) Availability for reassignment;
 - (3) Specialty team debriefing as appropriate, including:
 - i. Dogs (including obtaining information on air movement);
 - ii. Aircraft;
 - iii. Direction Finding;
 - iv. Tracking;
 - v. Evacuation (ensuring that paperwork and documentation are completed and checked);
 - vi. Medical (ensuring that paperwork and documentation are completed and checked).
 - e. Plot (triangulate) bearings from Direction-Finding instruments.
 - f. Handle the media in an appropriate manner (as assigned by the SM).
 - g. Be able to complete an ASRC map problem defined as follows; given a search scenario and an ASRC OPSKIT, the ASRC IS/SM-IV member must be able to complete an accurate Strategy Map using ASRC and ICS symbols. The IS/SM-IV member must then use the map to:
 - (1) Use the Task Assignment Procedure to generate a set of appropriate tasks to complete the initial strategy with the given resources;
 - (2) Fill out a Task Assignment Form properly for each task;
 - (3) Start a Status Map using the standard ASRC symbols;
 - (4) Generate Medical, Organizational (including ICS 201), Communications, Evacuation and Demobilization Plans.
5. Communications
 - a. Equipment:
 - (1) Be able to set up antennas and relays, using available high points and ground planes;
 - (2) Describe the proper placement of antennas.
 - b. FCC Rules and communications protocols:
 - (1) Describe FCC rules under which the ASRC operates:
 - i. State the use and number of units allowed for each FCC licensed frequency used by the ASRC;
 - ii. Describe appropriate concerns with interference with other Nets;

- iii. Describe FCC rules pertinent to the ASRC.
- (2) Outline common communications protocols as they relate to a SAR event.
- c. Management:
 - (1) Develop a comprehensive Communications Plan for a mission (with multiple nets and base communications);
 - (2) Describe how to interface with other organizations providing radio communications at missions (CAP, Ham, etc.).
 - i. Planning -- describe what is needed and how these organizations can be put to best use;
 - ii. Resources -- describe what the organizations can provide and when;
 - iii. Operations -- find out what they need during operations and try to provide it.
 - (3) Explain when a temporary commercial telephone line installation is practical. Describe the procedure to obtain a temporary installation.
 - (4) Maintain proper records (Communications log and equipment sign-out log).

E. Certification

1. Upon being approved for certification by the ASRC Board of Directors, the ASRC Conference Training Officer will provide a certificate of certification to the member. This certificate will be in the official ASRC IS/SM-IV Certification Format, as defined by the ASRC Conference Training Officer, and which contains at a minimum:
 - a. The full name of the Appalachian Search and Rescue Conference;
 - b. The ASRC logo;
 - c. The name of the member granted the certification;
 - d. The name of the certification granted
 - e. The date issued;
 - f. The date of expiration/recertification; and
 - g. The signature of the ASRC Conference Training Officer

VIII. ASRC Search Manager Type III (SM-III)

Search Manager III standards define the minimum requirements necessary to perform in the role of a NIMS compliant Command Staff position, incident commander, or part of a unified command for a missing person search or an aircraft search.

A. SM-III Position Task Book (PTB)

An ASRC SM-III PTB is available for the applicant to utilize to track progress toward completion of the SM-III qualification requirements.

B. Qualifications

To become Search Manager - III qualified the applicant must:

1. Meet all requirements for Incident Staff/Search Manager IV;
2. Be at least 21 years of age;
3. Complete ICS-400, Advanced Incident Command System (16 hours);
4. Complete a minimum total of 80 hours of classroom training in Search and Rescue management. Classes which may be used to satisfy this requirement include, but are not limited to (course hours for ICS-400 may be utilized to meet the 80 hour requirement):
 - a. Managing Search Operations (40 hours);
 - b. Managing the Search Function (40 hours);
 - c. Managing Land Search Operations (40 hours);
 - d. Practical Search Operations (40 hours);
 - e. Search Manager for Ground Search and Rescue (24 hours);
 - f. Planning Section Chief for Search and Rescue (24 hours);
 - g. National Inland SAR Planning Course (40 hours);
 - h. National Basic Inland SAR Course (20 hours);
 - i. Virginia Management Team Member (40 hours);
 - j. Virginia Management Team Leader (40 hours);
 - k. Incident Commander for Ground Search and Rescue (32 hours);
 - l. Lost Person Behavior (8 to 32 hours);
 - m. Urban Search and Investigation (16 hours);
 - n. Wide Area Search (24 hours);
 - o. Other approved equivalent classes, as approved by the ASRC Credentialing Board.
5. Document mission/simulation experience as follows:
 - a. Field Team Leader or equivalent on 6 tasks. No more than three of these tasks may have occurred during simulations.
 - b. Serve in a base position in Operations or Plans on at least 4 incidents.
 - c. Serve as Plans Section Chief, Operations Section Chief (OPS), deputy OPS, division supervisor, or Search Manager on one shift during a mission.
6. Receive a favorable written performance evaluation from the Search Manager or supervisor for the four incidents serving in a base position;
7. Receive a favorable simple majority vote of the member's Group.
8. Be proposed for Search Manager –III certification by the Conference Training Officer at an ASRC Board of Director's meeting;

9. Receive a favorable two-thirds or greater vote of the ASRC Board of Directors present at the meeting.

C. Recertification

Search Manager -III qualified members must meet the following recertification requirements every three calendar years:

1. Document a total of at least 6 shifts in staff positions; two must be as Search Manager, on a total of at least three ground SAR incidents for either, during the three years immediately prior to the date of application for re-certification. Simulations may be counted toward re-certification requirements.
2. Continuing education may only be used for a total of 2 shifts and may not substitute for SM shifts.
 - a. The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include an hour of classroom instruction or teaching the following SAR related topics: law enforcement, EMS, medical, Fire, hazardous materials, emergency management, disaster management, weather.)
 - b. The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours. (One hour of qualifying category I CE will include an hour of classroom instruction or teaching the following SAR topics; any topic listed in CQ, FTM, FTL, MSO, PSO, ICG, or leadership training.
3. Receive a favorable vote of the ASRC Board of Directors.
4. The review cycle period shall begin the first January of the year following the SM's initial certification.

D. Knowledge and Performance Expectations

1. SAR Knowledge
 - a. Define the role of the field team for these types of missions:
 - (1) Lost person search;
 - (2) Downed aircraft search;
 - (3) Rescue;
 - (4) Disaster assistance.
2. SAR Operations
 - a. Demonstrate an understanding of the laws, policies, and procedures, operating instructions, memorandums and agreements that govern SAR operations in the ASRC's area of operation.
 - b. Demonstrate an understanding of the NIMS Incident Command System as it applies to SAR and how the system can be adapted to any size incident.
 - c. Demonstrate an understanding of the SAR resources listed below including how they are obtained, and their appropriate and inappropriate uses.
 - i. Air scent search dogs;
 - ii. Tracking/trailing dogs;
 - iii. Trackers/Field Team Sign-cutters;
 - iv. Specialized SAR management teams;
 - v. Specialized SAR field teams;
 - vi. Mounted search teams;
 - vii. Fixed wing aircraft;

- viii. Rotary wing aircraft.
- d. Demonstrate an understanding of the non-SAR resources listed below including how they are obtained and their potential function in a SAR incident.
 - (1) Clergy and religious organizations;
 - (2) Critical incident stress management ;
 - (3) State Coordinating Officer;
 - (4) Coroner/Medical Examiner ;
 - (5) Child Protective Services;
 - (6) Public safety agencies such as fire, police, rescue, National Guard;
 - (7) Federal agencies such as National Park Service (NPS), National Transportation and Safety Board (NTSB), Health and Human Services, Federal Aviation Administration (FAA), military units, Federal Emergency Management Agency (FEMA), and others;
 - (8) Support services such as Red Cross, Salvation Army, and civic clubs.
- e. Demonstrate an understanding of the individuals or groups listed below including how they impact a SAR incident, what their concerns are, how to interact with them, when and how to effectively use them, and how to mitigate against inappropriate external influences.
 - (1) Psychics;
 - (2) Media;
 - (3) Family and friends of the subject(s).
- f. Describe the role of the Search Manager in relation to the Legal Responsible Agent (RA) in the following situations:
 - (1) When the RA is uncooperative;
 - (2) When the mission involves or expands into other jurisdictions.
- g. Describe the role of the SM in relation to the various resources that may participate in a search mission in the following situations:
 - (1) When the SM has overall responsibility for all resources present;
 - (2) When the mission involves or expands into other jurisdictions.
- h. Demonstrate an understanding of certain legal issues related to SAR including:
 - (1) Trespassing;
 - (2) Confidentiality;
 - (3) Criminal investigations;
 - (4) Management of deceased subjects;
 - (5) Restricted airspace;
 - (6) Restricting access to various areas;
 - (7) Site security and surveillance;
 - (8) Maintaining the chain of evidence;
 - (9) Use of minors in SAR incidents;
 - (10) Liability for supplies, equipment, and services lent or donated for use during an incident;
 - (11) Use of SAR personnel for apprehension of criminals and crime scene investigation;
 - (12) Discovery of non-incident related illegal activities.

3. Search Management

- a. Demonstrate the ability to develop or manage the development of an Incident Action Plan, including both daily and overall incident goals and objectives.
- b. Demonstrate the ability to develop and manage a staff and describe when, where, and why various functions should be assigned to which staff positions, including the following functions:
 - (1) Operations;
 - (2) Plans;
 - (3) Logistics;
 - (4) Finance;
 - (5) Media liaison;
 - (6) Interagency liaison;
 - (7) Safety;
 - (8) Investigations;
 - (9) Clue analysis.
- c. Demonstrate the ability to communicate with the staff by means of briefings, meetings, and written communications.
- d. Describe the internal staff information flow system, including verbal, written and electronic communications, required to insure that information is properly collected, evaluated, disseminated, utilized, and stored throughout the incident.
- e. Demonstrate the ability to work within a unified command system.
- f. Describe when and how to contact the appropriate state SAR coordinating agency and what type of incident information it may require.
- g. Identify outside influence problems common to search missions, describe solutions and the reasoning.
- h. Identify potential safety issues and describe how/if they can be countered.
- i. Describe when risk factors outweigh the need to continue operations.
- j. Describe the differences in deployment of resources in urban, suburban, rural and wilderness searches, and in the ground portion of an aircraft search.
- k. Describe the various search strategies that can be applied to the ground search portion of a missing aircraft mission.
- l. Describe prioritization of limited resources and how/if such shortages can be.
- m. Describe how to effectively and efficiently use non-SAR resources who may offer help at all types of searches.
- n. Describe the process used in making the decision to suspend a mission.
- o. Explain the SM's role after the subject or target has been located.
- p. Describe the common signs of incident stress and define the criteria for recommending a critical incident stress debriefing.
- q. Demonstrate the ability to complete all necessary mission documentation.

E. Certification

1. Upon being approved for certification by the ASRC Board of Directors, the ASRC Conference Training Officer will provide a certificate of certification to the member. This certificate will be in the official ASRC SM-III Certification Format, as defined by the ASRC Conference Training Officer, and which contains at a minimum:
 - a. The full name of the Appalachian Search and Rescue Conference;
 - b. The ASRC logo;
 - c. The name of the member granted the certification;
 - d. The name of the certification granted
 - e. The date issued;
 - f. The date of expiration/recertification; and
 - g. The signature of the ASRC Conference Training Officer.

IX. ASRC Search Manager Type II (SM-II)

Search Manager II meets the same requirements at SM-III, but with an increased level of recent incident command experience.

A. SM-II Position Task Book (PTB)

An ASRC SM-II PTB is available for the applicant to utilize to track progress toward completion of the SM-II qualification requirements.

B. Qualifications

1. Meet all the requirements for SM-III.
2. Document mission experience as follows:
 - a. Participate as an Incident Staff Person in Operations, Plans, or Command in at least six type two incidents.
 - b. During these incidents, document having served at least 2 shifts as Operations Section Chief or Division Supervisor, and 2 shifts as Plans Section Chief.
 - c. Receive a favorable written performance evaluation from the Search Manager or Responsible Agent on four the incidents.
3. Receive a favorable simple majority vote of the member's Group.
4. Be proposed for Search Manager - II certification by the Conference Training Officer at an ASRC Board of Director's meeting.
5. Receive a favorable two-thirds or greater vote of the ASRC Board of Directors present at the meeting.

C. Recertification

Search Manager - II qualified members must meet the following recertification requirements every three calendar years:

1. Document a total of at least 6 shifts in staff positions; two must be as a Search Manager, on a total of at least three ground SAR incidents, for either missing person or missing aircraft, during the three years immediately prior to the date of application for re- certification. Field simulations may be used to fulfill up to 3 of the required shifts.
2. Continuing education may only be used for a total of 2 shifts, and may not substitute for SM shift time.
 - a. The requirements for one shift may be fulfilled with 12 hours of category II continuing education.
 - b. The requirements for 2 shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours.
3. Receive a favorable vote of the ASRC Board of Directors.
4. The review cycle period shall begin the first January of the year following the SM's initial certification.

D. Certification

1. Upon being approved for certification by the ASRC Board of Directors, the ASRC Conference Training Officer will provide a certificate of certification to the member. This certificate will be in the official ASRC SM-II Certification Format, as defined by the ASRC Conference Training Officer, and which contains at a minimum:
 - a. The full name of the Appalachian Search and Rescue Conference;
 - b. The ASRC logo;
 - c. The name of the member granted the certification;
 - d. The name of the certification granted
 - e. The date issued;
 - f. The date of expiration/recertification; and
 - g. The signature of the ASRC Training Officer.

X.ASRC Search Manager Type I (SM-I, Area Command Authority qualified)

Search Manager I standards define the minimum requirements necessary to perform in the role of an Area Command Authority overseeing multiple-incident situations.

A. SM-I Position Task Book (PTB)

An ASRC SM-I PTB is available for the applicant to utilize to track progress toward completion of the SM-I qualification requirements.

B. Qualifications

1. Meet all requirements for Type II Search Manager.
2. Complete the FEMA Basic Public Information Officer Course (G-290), or an equivalent course as recommended by the ASRC Credentialing Board.
3. Successfully complete the National Inland SAR Planning Course (40 hours), or an equivalent course as recommended by the ASRC Credentialing Board.
4. Complete a minimum total of 120 hours of classroom training in Search and Rescue management. Classes which may be used to satisfy this requirement include but are not limited to (course hours for the National Inland SAR Planning Course may be utilized to meet the 120 hour requirement):
 - a. Managing Search Operations (40 hours);
 - b. Managing the Search Function (40 hours);
 - c. Managing Land Search Operations (40 hours);
 - d. Practical Search Operations (40 hours);
 - e. Search Manager for Ground Search and Rescue (24 hours);
 - f. Planning Section Chief for Search and Rescue (24 hours);
 - g. National Basic Inland SAR Course (20 hours).
 - h. Virginia Management Team Member (40 hours);
 - i. Virginia Management Team Leader (40 hours);
 - j. Incident Commander for Ground Search and Rescue (32 hours);
 - k. Lost Person Behavior (8 to 32 hours);
 - l. Urban Search and Investigation (16 hours);
 - m. Wide Area Search (24 hours);
 - n. Other approved equivalent classes, as recommended ASRC Credentialing Board.
5. Successfully complete FEMA Independent Study Courses:
 - a. IS-1 Emergency Manager: An Orientation to the Position;
 - b. IS-22 Are You Ready? An In-depth Guide to Citizen Preparedness;
 - c. IS-775 EOC Management and Operations or approved equivalents.
6. Document mission practical experience as follow:
 - a. Function as a Type II Search Manager on at least 10 ground missions within the five years prior to making application for this certification. Simulations may not be counted toward meeting this requirement.
7. Receive a favorable simple majority vote of the member's Group.
8. Be proposed for Search Manager-I certification by the Conference Training Officer at an ASRC

Board of Directors meeting;

9. Receive a favorable two-thirds or greater vote of the ASRC Board of Directors present at the meeting.

C. Recertification

1. Document a total of at least 6 incidents as a type II or I Search Manager, for either missing persons or missing aircraft, during the three years immediately prior to the date of application for recertification. Field simulations may be used to fulfill up to 3 of the required shifts.
2. Continuing education may only be used for a total of two shifts.
 - a. The requirements for one incident may be fulfilled with 24 hours of category II continuing education.
 - b. The requirements for two incidents may be fulfilled with 40 hours of category I continuing education.
3. Receive a favorable vote of the ASRC Board of Directors.
4. The review cycle period shall begin the first January of the year following the SM's initial certification.

D. Certification

1. Upon being approved for certification by the ASRC Board of Directors, the ASRC Conference Training Officer will provide a certificate of certification to the member. This certificate will be in the official ASRC SM-I Certification Format, as defined by the ASRC Conference Training Officer, and which contains at a minimum:
 - a. The full name of the Appalachian Search and Rescue Conference;
 - b. The ASRC logo;
 - c. The name of the member granted the certification;
 - d. The name of the certification granted
 - e. The date issued;
 - f. The date of expiration/recertification; and
 - g. The signature of the ASRC Conference Training Officer.

XI. All ASRC Search Manager Levels

A. Failure to Recertify

1. If the SM fails to recertify by the expiration date, his/her certification will be dropped to highest level certification that they have successfully met the recertification requirement for three months after the expiration date.
2. An expired SM may apply for recertification for up to 3 months past the end of their certification. Beyond this grace period, if the SM wishes to be re-certified after certification has been dropped; the entire process described in Section VIII-X must be repeated.
3. If there are extenuating circumstances that prevent the SM from recertifying within the allotted time, he/she should file for an extension with the ASRC Conference Training Officer. Requests for extensions will be considered on a case-by-case basis by the ASRC Board of Directors.

Appendix A. Guide to Supporting Documentation and Process for ASRC Search Manager Certification Applications

The ASRC BOD makes a certification decision for each candidate based on the letter of the training standard, and based on the spirit of the training standard.

The letter of the training standard is interpreted here by requirements for documentation and other supporting materials to meet the qualifications as they are written in the training standards.

The spirit of the training standard is by necessity a subjective trust decision as to whether the candidate can fulfill the expected future duties of the position on a variety of incident types, based on current and past personal knowledge and experiences by others with the candidate. This document does not yet describe a process for spirit assessment.

These documentation and process rules here are intended to address several principles of certification:

- **Independence** – documentary evidence should not be based on the candidate's own evaluation/validation where possible. These rules allow candidates to attest in some cases because of the extreme difficulty that obtaining some forms of hard copy documentation would present (such as signed debriefed TAFs as proof of FTL team leadership for the IS requirement). Generally, members of the ASRC BOD and an independent auditor should be able to look at the documentation and arrive at the same decision that the ASRC BOD make with regard to whether the letter of the qualification was met.
- **Accountability** – by providing this documentation, the individuals involved (e.g. the candidate, the GTO and others making attestations) and the ASRC BOD are held accountable for ensuring the candidate meets the letter of the qualification.
- **Standardization** – this document provides a clear set of requirements for all candidates that are standardized by the ASRC BOD, and included as part of the ASRC training standards.
- **Consistency** – these documentation guidelines help ensure BOD certification decisions are consistent. They minimize the per-candidate subjective interpretation of what documentation is “good enough” to meet the standard. A checklist for each position provides quick and consistent briefing how the relevant qualifications are met.
- **Experiential Requirements** – these documentation guidelines describe how to document mission, simulation and other experience. Other people are required to validate the candidate did in fact have the qualifying experience. The Conference Training Officer (CTO) may contact these people during the vetting process to confirm.
- **Periodic Recertification** – the ASRC training standards defines different requirements for recertification than for initial certification. This document provides rules for showing evidence of continuing education and experience.

All applicants are strongly encouraged to keep and submit, as part of their application, their mission log that shows all incident participation or a relevant subset to help the ASRC BOD decide whether the spirit of the standard can be met. The log that is submitted should be summarized, but may be in whatever format the candidate maintains. If possible the log should contain the following information: mission name, mission number, date, length of deployment, role and tasks, SM/OPS contact details, supervisor contact details, any special tasks performed or noteworthy accomplishments (e.g. difficulty of task). No independent verification of the accuracy of the log is required.

The CTO vetting is done by verifying that all the documentation requirements are met and accurately reflected on the checklist, and may or may not include contacting the persons who attest to various qualifications are met. The forwarding of the application to the ASRC BOD may be done by combining all forms of documentation into an electronic package (e.g. a single PDF containing all copies of documentation, or multiple PDFs) and sending by email to the asrc-bod@asrc.net email list. Or it may be done by providing a single hard-copy of all documentation at a BOD meeting for reference by the ASRC BOD members.

Where written evidence is required from an authoritative source (e.g. GTO, SM, instructor or class participant), it can be provided in hard-copy letter, by fax, or in electronic copy using email. It must include the person's first and last name, signature (or email), contact phone and optionally an email address. To allow for easier confirmation, these forms can be used by a 3rd person who is an officer of a group or of the ASRC or designated by one to perform this action, who confirms they spoke or otherwise verified the information from the authoritative source. For example, the CTO or his designate can talk by phone, instant message, text or email to the SM of a mission in the process of vetting an application to confirm a candidate's staff role and hours worked. The documentation will contain the name of the authority, the date that it was created, authorized, approved or received, and who did the verification if not by the authority themselves.

In the case of hard copy letters with signatures and other supporting documentation for the application, the master copy should be maintained by the candidate. The contents of the application are not personal private information owned by the candidate. The candidate should have no expectation of privacy for this information. In making the application, the candidate is aware that distribution of this information is necessary to process the application. The candidate expressly and irrevocably assigns all copyrights or other intellectual property rights for this material to the ASRC Corporation. The ASRC secretary must receive a full electronic or hard copy of all application materials and is expected to maintain a copy of it for as long as the ASRC BOD determines is appropriate. The ASRC CTO, ASRC BOD members and other officers may maintain their own records of application materials as well, and may maintain notes and emails that contain feedback gathered about the candidate. In order to protect the quality of such feedback, feedback that is requested by the provider to remain private may not be shared with the candidate or the ASRC BOD. But any other materials and information and notes and emails gathered or written by the CTO or by any assisting the CTO or the ASRC BOD with regard to evaluating the candidate and the application for certification are considered confidential property of the ASRC Board of Directors. As such, any and all copies must be irrevocably deleted from personal computers, email accounts, archives and disk storage upon request.

ASRC Search Manager-IV Certification

The spirit of the Incident Staff/Search Manager-IV standard is that the IS/SM-IV certified member be trusted to confidently serve as Ops or Plans or Logistics section chief, as ASRC Agency Representative on a reasonably large incident (200 people, 15 agencies) without much supervision by the SM, and with effective coordination with other staff, field resources, participating agencies and proper handling of media interactions and intrusions. The IS/SM-IV member serves as an experienced FTL who is responsible for creating a variety of appropriately prioritized tasks based on the incident objectives for both foot searchers and dog tasks that achieve an effective use of available resources and time with the goal of containing the search area, and finding clues to help reduce and focus the search area and find the subject alive and well. The IS certified member is also expected to perform evacuation planning and rescue coordination. The IS/SM-IV candidate is an experienced, qualified FTL to ensure they can lead a team in the event that the needs of the mission, as determined by the SM, RA or otherwise, require the IS person to serve as an FTL instead of a staff role. Also, the IS/SM-IV may be the only experienced and available person able to lead a rescue when a find happens out of area, or if existing field teams are deployed out of range, or out of touch. The IS/SM-IV role must also be able to serve as ASRC agency representative to know, adhere, educate and enforce for ASRC member participants the ASRC standard operating procedures and standards of conduct.

Standard	Supporting Materials Requirements	
1. Be an ASRC Field Team Leader (FTL)	1. SM-IV PTB signed by the GTO, AND 2. Current group roster shows FTL, OR 3. Group meeting minutes showing approval as FTL. Note: Materials should note the date of the last FTL certification. Be sure that appropriate FTL recertification requirements are satisfied as necessary.	
2. Have served as FTL on at least 3 field tasks	1. Debriefed TAF signed by Ops, OR 2. Attestation by a team member providing mission, date, task description	
3. Meet the technical standards described in the ASRC Training Standards Section VII.D	SM-IV PTB endorsed by the GTO.	
4. Complete ICS-300	1. Copy/scan of paper certificate	
5. Complete 64 hours of classroom training in Search and Rescue management as described in the ASRC Training Standards Section VII.B	1. Copy/scan of paper certificate, OR 2. Attestation by course instructor that student completed course citing the name and dates of the class.	
6. Serve as a member of the Incident Command Post staff on 1 incident within the last 3 years	Signed copy of: 1. Organization Chart (ICS 207), OR 2. Incident Briefing (ICS 201), OR 3. Organization Assignment List (ICS203), OR 4. Attestation by SM or Section Chief citing mission, date and role/task. 5. Note: Performing any on-scene role or task for	Showing person in a staff role

	the SM, OPS, PLANS or Logistics on a real mission, not a simulation. No recent requirement.	
7. Receive favorable simple majority vote of member's Group.	Group meeting minutes showing endorsement of the candidate for SM-IV, or letter from a group chair or vice chair or ASRC BOD rep or GTO citing this with the date of the meeting.	
8. Submit the completed SM-IV PTB through the GTO to the CTO and be proposed for Incident Staff/SM-IV certification at an ASRC BOD meeting	CTO forwards the vetted application package to the ASRC BOD for consideration at the next BOD meeting. (Must receive a favorable two-thirds or greater vote of those ASRC BOD Representatives present at the meeting.)	

ASRC Search Manager-IV Recertification

Incident Staff/Search Manager -IV qualified members shall meet the following recertification requirements every three (3) calendar years. Continuing education may only be used for a total of 2 shifts. The requirements for recertification are not the same as for initial certification. For IS/SM-IV recertification, no further refreshers of required classes are required, nor are the GTO and group review. Currency in knowledge and techniques learned in MSO and ICS-300 are expected to be reinforced, perfected and enhanced through practical experience doing real mission management. Thus full incident shifts as the designated Ops or Plans section chief are strongly desired for recertification.

The term “staff positions” originally was interpreted to mean only the section chief roles of operations, plans or logistics. However, not everyone can get appointed to serve a full shift as section chief on the missions they can respond to. Some missions are short. And as always, people should serve in the operational capacity best suited to help the subject and the requirements of the RA. Thus the interpretation of “staff positions” has allowed for a various types of management experience to be credited to meet the letter of the standard.

A “shift” is interpreted to mean at minimum 8 consecutive hours. It does not include time for transportation to/from the incident, but may include transportation off-scene during the incident and breaks within the period of doing the work as long as the responsibility for the staff work was retained. For quick incidents, a “shift” (8 hours credit) can be claimed if you were assigned to do staff work as part of an overhead team continually during the initial on-scene setup, dispatching of initial tasks, responding to the find, and demobilization. The qualification for 6 shifts is thus met using a total of $6 \times 8 = 48$ hours of work in “staff positions”, and which involves a minimum of 3 different ground SAR incidents.

The qualification for “staff position” can be met to the letter by claiming on-scene work that requires or exercises your Search and Rescue management training:

- Assigned by a SM to be responsible for one or more command staff functions (agency liaison, family liaison, PR, agency representative, investigations, safety officer) or deputy SM, or
- Assigned by an SM as to be the section chief (Operations, Plans, Logistics, or Finance), a combination of these (PLOPS), or deputy section chief,
- Assigned by a section chief to a function or job within a section, such as to do a Mattson and search area map and segmentation, write new TAFs, task briefing officer, task debriefing officer, develop/maintain resource status, interviewing for clue follow-up, developing or enhancing the subject LPQ/LPR, creating a searcher information sheet, filling out ICS forms, being communication unit leader responsible for developing and executing the overall incident communications plan, be a division supervisor or branch director or dog coordinator with responsibility for developing new tasking, doing clue tracking/plotting/analysis, doing a tasks complete map with POD and resulting POA adjustment or task reprioritization, medical/evacuation coordinator/unit leader where you develop and execute response plans.

The candidate cannot claim a position that was not assigned. The person making the assignment is considered the supervisor or manager and will need to validate the assigned role and the duration in the documentation requirements.

Excluded from “staff positions” are quasi-field work assignments, administrative tasks, and logistics tasks that could be done by an FTM or FTL or local volunteer, unless these tasks are done as part of a larger management responsibility reviewed above. Example work that would not count as “staff positions” when

done on their own without broader responsibilities above are:

- setting up the base radio, being base radio operator, being a communications relay
- doing just a task complete map, or task assigned map
- CP/base messenger
- parking cars, directing traffic, developing and posting signs
- attending sign-in, managing a staging area
- making copies of maps or other forms
- getting and serving food
- providing transport for teams
- setting up tables and picking up trash
- conducting interview tasks door-to-door or posting flyers
- taking general phone calls from the public or media
- making phone calls to find supplies
- rescue equipment officer, evacuation team leader

Staff work that is not a full shift is considered “partial shift” time that is counted as actual hours worked to add to the total hours of experience in “staff positions”. For staff work lasting longer than 8 consecutive hours, count the number of actual hours worked towards your total. Partial hours are rounded up to the next hour.

For example, you arrived at 16:00 on-scene, worked in base helping ops and plans doing various things all night (not just one thing) and then took an hour break at 0:600 to get your field gear ready for a task and came back to get assigned a task. You would count 16:00-06:00 8hrs + 6hrs = 14hrs and one mission towards the recertification qualification.

For example, if you were not the ops section chief but you did 2 hours of miscellaneous tasks in CP/Base to help plans/ops get tasks deployed, and then went to sleep, signed-out, or took a field task, you can claim those 2 hours as “partial shift” time and the incident as 1 of the 3 incidents.

Standard	Supporting Materials Requirements	
Document a total of at least 3 shifts in staff positions, on a total of at least three ground SAR incidents for either missing persons or missing aircraft, during the three years immediately prior to the date of application for re-certification. Simulations may be counted toward recertification requirements.	For each “shift” or “partial shift”, provide signed copy of: <ol style="list-style-type: none"> 1. Organization Chart (ICS 207), <u>OR</u> 2. Incident Briefing (ICS 201), <u>OR</u> 3. Organization Assignment List (ICS203), <u>OR</u> 4. Attestation of staff role and time worked by SM or Section Chief in writing/email (typically for partial staff work), which includes incident name/description, date and location. 	Showing person in a staff role
The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include one hour of classroom instruction or teaching the following SAR related topics: law	<ol style="list-style-type: none"> 1. For classes that were taught as part of ASRC group training, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, signed or by email attested to by the current or then GTO. GTO does not have to have attended the class; just verify that the class was taught as described. 2. For classes not taught as part of the group training or if the GTO 	

enforcement, EMS, medical, fire, hazardous materials, emergency management, disaster management, weather.)	is unavailable, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, and show EACH class verified by a class participant that the class was taught by the candidate as described. At least two (2) different class participants shall be represented among the total for 12 hours.
The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift can be fulfilled with 12 hours of category 1 CE. (One hour of qualifying category I CE will include one hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training.	Same as above.
Submit the IS/SM-IV recertification package to the CTO	CTO forwards the vetted recertification package to the ASRC BOD for consideration at the next BOD meeting. (Must receive a favorable vote of the ASRC Board of Directors.)

ASRC Search Manager Type III Certification

Standard	Supporting Materials Requirements	
1. Meet all requirements for Incident Staff/SM-IV	See previous list.	
2. Be at least 21 years of age	Copy of government issued identification showing the age or birth date of the applicant	
3. Complete ICS-400	1. Copy/scan of paper certificate	
4. Complete a minimum total of 80 hours of classroom training in Search and Rescue management as described in the ASRC Training Standards VIII.B	1. Copy/scan of paper certificate, OR 2. Attestation by course instructor that student completed course citing name and date.	
5. Document mission/simulation experience as follows:		
a. Lead a field team on 6 tasks. No more than 3 of these tasks may have occurred during simulations.	1. Debriefed TAF signed by Ops, OR 2. Attestation by a team member, citing mission name/description, date, and type of task.	
b. Serve in the Incident Command Post in Operations or Plans on at least 4 incidents.	Signed copy of: 1. Organization Chart (ICS 207), OR 2. Incident Briefing (ICS 201), OR 3. Organization Assignment List (ICS203), OR 4. Attestation by SM or Section Chief citing mission name/description, date and roles.	Showing person in a staff role
c. Serve as Plans Section Chief, Operations Section Chief (OSC), deputy OPS, division supervisor, or SM on one shift during a mission.	Signed copy of: 1. Organization Chart (ICS 207), OR 2. Incident Briefing (ICS 201), OR 3. Organization Assignment List (ICS203), OR 4. Attestation by SM or RA citing mission name/description, date and roles.	Showing person in OSC/PSC role
6. Receive a favorable written performance evaluation from the SM or supervisor for the four incidents serving in a base position.	1. Copy/scan of letters/emails or other written materials, OR 2. Attestation by the SM or Section Chief stating that performance was favorable, citing mission name/description, date and roles.	
7. Receive favorable simple majority vote of member's Group.	Group meeting minutes showing endorsement of the candidate for SM-III, or letter from a group chair or vice chair or ASRC BOD rep or GTO citing this with the date of the meeting.	
8. Submit the completed SM-III PTB to the CTO and be proposed for SM-III certification by the Conference Training Officer at an ASRC BOD meeting.	CTO presents the vetted application package to the ASRC BOD for consideration at the next BOD meeting. (Must receive a favorable two-thirds or greater vote of those ASRC BOD Representatives present at the meeting.)	

ASRC Search Manager Type III Recertification

Search Manager -III qualified members shall meet the following recertification requirements every three calendar years:

Standard	Supporting Materials Requirements	
Document a total of at least 6 shifts in staff positions; two must be as Incident Commander, on a total of at least three ground SAR incidents for either missing persons or missing aircraft, during the three years immediately prior to the date of application for re-certification. Simulations may be counted toward re-certification requirements.	<p>Signed copy of:</p> <ol style="list-style-type: none"> 1. Organization Chart (ICS 207), OR 2. Incident Briefing (ICS 201), OR 3. Organization Assignment List (ICS203), OR 4. Attestation by RA, SM or Section Chief citing name/description of mission, date, positions and durations. 	Showing person in a command or staff role
The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include one hour of classroom instruction or teaching the following SAR related topics: law enforcement, EMS, medical, Fire, hazardous materials, emergency management, disaster management, weather)	<ol style="list-style-type: none"> 1. For classes that were taught as part of ASRC group training, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, signed or by email attested to by the current or then GTO. GTO does not have to have attended the class; just verify that the class was taught as described. 2. For classes not part of the group training or if the GTO is unavailable, provide a list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, and show EACH class verified by a class participant that the class was taught by the candidate as described, either signed in hard copy or by email from the participant. The class participant name, signature (or email), contact phone and optionally an email address should be provided. At least two (2) different class participants shall be represented among the total for 12 hours. 	
The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours. (One hour of qualifying category I CE will include one hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training.	Same as above.	
Submit the SM-III recertification package to the CTO	<p>CTO forwards the vetted recertification package to the ASRC BOD for consideration at the next BOD meeting.</p> <p>(Must receive a favorable vote of the ASRC Board of Directors.)</p>	

ASRC Search Manager Type II Certification

Standard	Supporting Materials Requirements	
1. Meet all the requirements for SM-III	See previous list	
2. Document mission experience:		
a) Participate as an Incident Staff person in Operations, Plans, or Command in at least six type two incidents.	Signed copy of: <ol style="list-style-type: none"> 1. Organization Chart (ICS 207), <u>OR</u> 2. Incident Briefing (ICS 201), <u>OR</u> 3. Organization Assignment List (ICS203), <u>OR</u> 4. Attestation by SM or RA. 	Showing person in staff role
b) During these incidents, document having served at least 2 shifts as Operations Section Chief or Division Supervisor, and 2 shifts as Plans Section Chief.	Signed copy of: <ol style="list-style-type: none"> 1. Organization Chart (ICS 207), <u>OR</u> 2. Incident Briefing (ICS 201), <u>OR</u> 3. Organization Assignment List (ICS203), <u>OR</u> 4. Attestation by SM or RA. 	Showing person in OSC/PSC role
c) Receive a favorable written performance evaluation from the Search Manager or Responsible Agent on four of the incidents.	<ol style="list-style-type: none"> 1. Copy/scan of letters/emails or other written materials, <u>OR</u> 2. Attestation by the SM or Section Chief stating that performance was favorable. 	
3. Receive a favorable simple majority vote of the member's Group.	Group meeting minutes showing endorsement of the candidate for SM-II.	
4. Submit a completed SM-II PTB to the CTO and be proposed for SM-II by the Conference Training Officer at an ASRC BOD meeting.	CTO presents the vetted application package to the ASRC BOD for consideration at the next BOD meeting. (Must receive a favorable two-thirds or greater vote of those ASRC BOD Representatives present at the meeting.)	

ASRC Search Manager Type II Recertification

Search Manager -II qualified members shall meet the following recertification requirements every three calendar years. The review cycle period shall begin the first January of the year following the SM's initial certification.

Standard	Supporting Materials Requirements	
Document a total of at least 6 shifts in type II staff positions; two must be as an Incident Commander, on a total of at least three ground SAR incidents, for either missing person or missing aircraft, during the three years immediately prior to the date of application for re-certification.	Signed copy of: <ol style="list-style-type: none"> 1. Organization Chart (ICS 207), OR 2. Incident Briefing (ICS 201), OR 3. Organization Assignment List (ICS203), OR 4. Attestation by RA, SM or Section Chief citing name/description of mission, date, positions and durations. 	Showing person in a staff role
The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include one hour of classroom instruction or teaching the following SAR related topics: law enforcement, EMS, medical, Fire, hazardous materials, emergency management, disaster management, weather)	<ol style="list-style-type: none"> 1. For classes that were taught as part of ASRC group training, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, signed or by email attested to by the current or then GTO. GTO does not have to have attended the class; just verify that the class was taught as described. 2. For classes not taught as part of the group training or if the GTO is unavailable, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, and show EACH class verified by a class participant that the class was taught by the candidate as described, either signed in hard copy or by email from the participant. The class participant name, signature (or email), contact phone and optionally an email address should be provided. At least two (2) different class participants are required to be represented among the total for 12 hours. 	
The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours. (One hour of qualifying category I CE will include one hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training.)	Same as above.	
Submit the SM-II recertification package to the CTO	CTO forwards the vetted recertification package to the ASRC BOD for consideration at the next BOD meeting. (Must receive a favorable vote of the ASRC Board of Directors.)	

ASRC Search Manager Type I Certification

Standard	Supporting Materials Requirements	
1. Meet all requirements for Type II Search Manager.	See previous list	
2. Complete a basic Public Information Officer (PIO) and Media Relations Workshop, or an approved equivalent course.	1. Copy/scan of paper certificate, OR 2. Attestation of course instructor that student completed course.	
3. Successfully complete the National Inland SAR Planning course, or an approved equivalent.	1. Copy/scan of paper certificate, OR 2. Attestation of course instructor that student completed course.	
4. Complete a minimum total of 120 hours of classroom training in Search and Rescue management as described in the ASRC Training Standards X.B	1. Copy/scan of paper certificate, OR 2. Attestation by course instructor that student completed course citing name and date.	
5. Successfully complete FEMA IS-1, IS-22, IS-775 courses	1. Copy/scan of paper certificate, OR 2. Attestation of course instructor that student completed course.	
6. Document mission practical experience:		
a) Function as a Type II Search Manager on at least 10 ground missions within the five years prior to making application for this certification. Simulations may not be counted toward meeting this requirement.	Signed copy of: 1. Organization Chart (ICS 207), OR 2. Incident Briefing (ICS 201), OR 3. Organization Assignment List (ICS203), OR 4. Attestation by SM or RA. AND A brief description of each mission showing best practices and lessons learned, if any.	Showing person in SM role and documenting incident typing
7. Receive a simple majority vote of the member's Group.	Group meeting minutes showing endorsement of the candidate for SM-I.	
8. Submit a completed SM-I PTB to the CTO and be proposed for SM-I by the Conference Training Officer at an ASRC BOD meeting.	CTO presents the vetted application package to the ASRC BOD for consideration at the next BOD meeting. (Must receive a favorable two-thirds or greater vote of those ASRC BOD Representatives present at the meeting.)	

ASRC Search Manager Type I Recertification

Search Manager -I qualified members shall meet the following recertification requirements every three calendar years. The review cycle period shall begin the first January of the year following the SM's initial certification.

Standard	Supporting Materials Requirements	
Document a total of at least 6 shifts in type II or type I Search Manager, for either missing person or missing aircraft, during the three years immediately prior to the date of application for re-certification.	Signed copy of: <ol style="list-style-type: none"> 1. Organization Chart (ICS 207), OR 2. Incident Briefing (ICS 201), OR 3. Organization Assignment List (ICS203), OR 4. Attestation by RA, SM or Section Chief citing name/description of mission, date, positions and durations. 	Showing person in a staff role
The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include one hour of classroom instruction or teaching the following SAR related topics: law enforcement, EMS, medical, Fire, hazardous materials, emergency management, disaster management, weather)	<ol style="list-style-type: none"> 1. For classes that were taught as part of ASRC group training, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, signed or by email attested to by the current or then GTO. GTO does not have to have attended the class; just verify that the class was taught as described. 2. For classes not taught as part of the group training or if the GTO is unavailable, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, and show EACH class verified by a class participant that the class was taught by the candidate as described, either signed in hard copy or by email from the participant. The class participant name, signature (or email), contact phone and optionally an email address should be provided. At least two (2) different class participants are required to be represented among the total for 12 hours. 	
The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours. (One hour of qualifying category I CE will include one hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training.	Same as above.	
Submit the SM-I recertification package to the CTO	CTO forwards the vetted recertification package to the ASRC BOD for consideration at the next BOD meeting. (Must receive a favorable vote of the ASRC Board of Directors.)	